

Regional Advisory Committee

Purpose

The Regional Advisory Committee (RAC) was established as a committee of the 9-1-1 Services Board (the Board) on March 11, 2021, in direct response to the PSAP community's desire for a greater voice, representation and input into the work plan and program of the 9-1-1- Services Board. Its purpose is to study and make recommendations regarding the implementation of the statewide Next Generation 9-1-1 (NG9-1-1) emergency communications system and its impact on Virginia's current and future 9-1-1 ecosystem.

At the direction of the Board, the RAC will provide advice on new technologies, technical diversity, operational improvements, and best practices for public safety communications (PSC), emergency response, and the stakeholder communities. This will include strengthening technology and cyber security protection, as well as the identification of best practices and standards for recruitment, training, and retention for PSC personnel. Further, the RAC will partner with NGS staff to implement the 9-1-1 Comprehensive Plan, including developing and completing tasks that support the plan's strategic initiatives; and other tasks assigned by the Board. The RAC will identify ways to improve communications among the Board, NGS staff, and stakeholder communities, and support the implementation of NG9-1-1 and increase awareness and support of outreach efforts regarding 9-1-1 and emergency response.

Membership

The 9-1-1 Services Board chairperson makes the appointments to the RAC. Membership to the RAC will be made by appointment to serve a two-year term. Members can be reappointed for only one additional consecutive term. Committee members are appointed and serve at the discretion of the Board's chairperson. At all times, the RAC membership shall consist of at least two current Board members.

Members of the RAC should adequately represent the following: geographic diversity of the Commonwealth, the varied operational capacities of Virginia primary PSAPs, diversity, equity, and inclusiveness that is representative of the Commonwealth, and public safety and emergency management professional organizations. Membership will be fluid and updated based on the needs of the Board. Accordingly, a minimum **eighteen**-person RAC is established, consisting of the following individuals:

- Two Board members (one of which will chair the committee)
- Seven regional PSAP representatives (one for each VDEM region)
- One representative each from Virginia APCO and Virginia NENA

- Two emergency management personnel from the two VDEM regional divisions
- One representative from VEMA
- One local IT representative (covers areas of IT and cybersecurity)
- One representative from the Office of Emergency Medical Services (OEMS)
- One representative from the Department of Behavioral Health and Developmental Services (VBHDS)
- Two private citizens (at-large members)
- Statewide Interoperability Coordinator (SWIC) – (advisor to the RAC)

For non-Board member representatives, a representative will be chosen by the leadership of the organization represented and appointed by the Board chairperson. For non-Board member representatives not affiliated with an organization (PSAP, local government emergency managers, at-large members and citizens), the appointments will be made through a process approved by the Board chairperson.

Upon the failure of any member to attend three successive meetings, without sufficient reason to each meeting missed, his/her membership on the RAC shall terminate. The decision of the Board chairperson as to the sufficiency of such excuses, and allowing membership to continue, shall be final.

If a vacancy occurs before a member's term is complete, the Board chairperson will make a temporary appointment based on the seat vacated. The temporary appointment of any member does not preclude the person from permanent appointment at the end of the term, nor will it decrease the term of permanent appointment based on a previous temporary appointment.

Authority

The section on authority details whether the committee has authority, lacks authority and defines the limits on authority.

The committee has no expressed or implied power or authority.

Responsibilities

This part clarifies how members should work together to fulfill the goals, objectives and expectations of the committee. The section forms a list of the exact duties and responsibilities that the board expects them to fulfill.

The RAC will function in accordance with current Board practices established by the chairperson and accordance with public meeting requirements. The committee will report its activities to the Board at each meeting on current assignments and deliverables. The Board expects RAC members to work together to fulfill the goals, objectives and expectations for the Committee, as defined by the Board.

Meetings

The Regional Advisory Committee will meet monthly. The RAC chairperson and vice-chairperson are responsible for establishing the agenda for each meeting. Virtual meetings held will be set up using the best available conferencing tool by the 9-1-1 and Geospatial Services Bureau (NGS), Public Safety Program Manager (PSPM). In-person meetings will be set up by NGS staff in coordination with the RAC chairperson and/or vice-chairperson. The PSPM will also send out notices and agenda as prescribed by the RAC. A RAC member will be appointed to take all minutes of meetings, and make available to the PSPM for dissemination and posting.

The RAC chairperson or vice-chairperson will be responsible for making presentation to the Board, unless delegated to another RAC member by the chairperson or vice-chairperson.

The RAC constitutes a small assembly, being able to act only when a quorum a majority of the members is present (virtual or in-person). A roll call of participants will be taken for all RAC meetings in which any agenda item requires a vote. If a quorum exists at the beginning of a meeting and members leave during the meeting, causing the loss of quorum, the chair should state the loss of quorum before taking any vote. Other members may also make a point of order about the loss of quorum, but only when other members are not speaking.

The members present at a duly organized meeting can continue to conduct business unless there is a question that arises on the quorum. If a quorum cannot be obtained, those present may adjourn the meeting to such time and place as determined by the RAC chair. At any such previously adjourned meeting, at which a quorum subsequently is established, such business may be transacted as might have been transacted at the meeting originally called.

All matters coming before any meeting of the members, except as otherwise limited herein, shall be decided by the vote of a majority of the voting members present at such meeting, and a quorum being present at the organization of the meeting.

A quorum must be present and maintained throughout the transaction of all business. Any business conducted without the presence of a quorum is null and void. A vote by a member may not be cast by proxy.

RAC Charter

The Charter will be reviewed annually by the RAC body. Except for as outlined in this Charter, in the case of dispute with regard to order in the conduct of the RAC, Robert's Rules of Order shall be referenced and prevail in governance.